For 24 hour customer support call

1-800-511-3180

or visit www.rca4business.com

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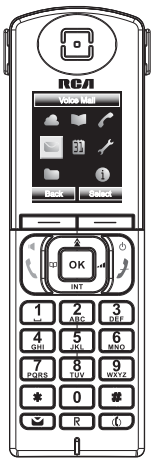
IP060S

Quick start guide



- **Left soft key**: access to call list
- **Right soft key**: access to calendar
- **Navigation key**: main menu/OK key
- **Left**: phonebook
- **Right**: volume control
- **Up**: redial
- INT **Down**: Intercom
- R **BLF key**
- End call Power on/off
- Accept calls Handsfree mode Select line
- **Hash key**: change input method (upper/lower case)
- **Voicemail key**
- **Star key**: lock/unlock keypad (long press)
- **Mute key**: mute/unmute

Display icon description

	Missed calls		Ringer off		Voicemail
	Handsfree activated	DND	Do not disturb		Headset mode
	Mute		Keypad lock		Alarm on
	Battery charge level : ok Batteries need charging		Good reception quality Bad reception quality		Call in progress (green) Call on hold (red) Call ended (red)
	Call forward				

Handset registration

- From base : make a long press on key until led is flashing in blue.
- From handset : press OK .
- Select base on which you want to register the handset and press OK .
- If requested, enter base code (7227 by default) and press OK otherwise handset will register automatically to the base.

Intercom

- Press **INT** and select the desired handset from the list and press [OK] key to launch the call.

Making a call

- Pre-dialing : enter the phone number and press .
- Direct dialing : press . Enter the phone number.
- Handsfree : enter the phone number and press twice.
- Headset : connect the headset to the phone, enter phone number and press .

Note : to place a call from a specific line, make a long press on and use navigator to select the desired line and press [OK].

Accepting a call

- Handset mode: press .
- Headset mode: press .
- Handsfree mode: press twice.
- Answering a waiting call : select **Accept** or **Reject** softkey.

Putting a call on hold

- Select **Hold** with navigator and press [OK] .
- To retrieve the call, select **Unhold** with navigator and press [OK] .

3-party conference

- Once in line with 1st caller, press **2nd Call** softkey, then select the type of call and press [OK] .
- Dial 2nd party number or select handset and press [OK] .
- Then press **Conf** soft key to establish the conference.

Note: you may be asked to select the line to use for the second call.

Call forward

- Press [OK] to open main menu. Select **Services → Call Forward**.
- Select the line for which you want to set call forward.
- Then select the type of call forward.
- Set the status to **enabled/disabled**, fill in destination number and press [OK].

Call transfer

Attended transfer :

- Once in line with 1st caller, press **2nd Call** softkey, then select the type of call and press [OK] .
- Dial the second phone number or select handset.
- When the call is answered, select **Transfer** from call options list to complete the transfer.

Blind transfer:

- Once in line with 1st caller, press **Transfer** softkey
- Dial the destination telephone number and press **Transfer** soft key.

Language selection

- Press [OK] to open main menu. Select Settings → Language.
- Select the desired language and press [OK] .

Redial

- Press .
- Highlight a record.
- Press to make the call, you may select the line by long pressing .

Phonebook

Access phonebook :

- Press .
- Select the **Directory** type.
- Select a contact and press **Options** soft key to select an operation.

Add new entry :

- Press .
- Select the **Directory** type.
- Press **Options** soft key and select **Add**.
- Enter first name, last name and numbers.
- Press **Save** softkey

Do not Disturb

- Press [OK] Select **Services → DND**.
- Select the line for which you want to set DND feature.
- Select **Activate** and press [OK] .

Voicemail

- Press to access voicemail.

OR

- Go to **Menu → Voicemail** to check number of messages. Press **Call** softkey to retrieve your messages.

Handset web interface

- Press [OK] to access main menu.
- Select **Status → Network Status**. Check IP address.
- Open a web browser on your computer. Enter http:// and the IP address in the address bar and confirm. Default login is "userx"/7227, where "x" is your handset number.